

# Standard Mail (A)

## Enhanced Carrier Route—Automation Letters

# 644

Quick Service  
Guide

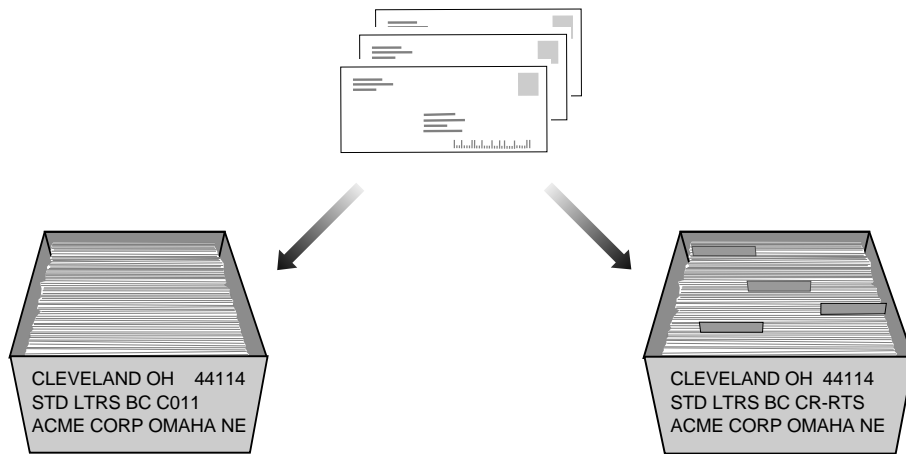
Related QSGs: 010, 012, 750, 810, 811    Nonprofit: 670

<b>Eligibility Overview</b> (E640)	Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).	
<b>Rates and Fees</b> (R600)	Enhanced Carrier Route Basic	\$0.146
	Nonprofit Enhanced Carrier Route Basic	\$0.079
	Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit. Rates limited to 5-digit ZIP Codes identified in the City State File.	
<b>Addressing</b> (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing date.	
<b>Characteristics and Content</b> (C810, C840)	Maximum weight: 3.3062 ounces for Regular rate mail and 3.3348 ounces for Nonprofit rate mail (pieces over 3 ounces must meet additional standards in C810.7). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none"><li>■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.</li><li>■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.</li></ul> Effective January 1, 1997, all letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.	
<b>Deposit</b> (D600)	Mailing entered at an acceptance point designated by USPS.	
<b>Mail Preparation and Sortation</b> (M810)	Marking on each qualifying piece: <ul style="list-style-type: none"><li>■ Regular: "Bulk Rate" (or "Blk. Rt.") and "AUTOOCR."</li><li>■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.") and "AUTOOCR."</li></ul> Documentation: <ul style="list-style-type: none"><li>■ Postage statement: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.</li><li>■ Address, barcode (A950), and CRIS accuracy (A930): Form 3553.</li><li>■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).</li></ul> 1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Trays on pallets (M040) are permitted and preferred. Tray label (Line 2) must indicate "STD LTRS BC" (and "CR-RTS" on 5-digit trays). Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Barcoded tray labels required effective January 1, 1997.	
<b>Postage and Payment Methods</b> (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.	
<b>Special Services</b> (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Traying Sequence

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted.



### Carrier Route Tray

**Trays:** Full trays only for pieces to same carrier route; packaging not permitted. Postcard-size pieces must be packaged. Less-than-full or overflow trays not permitted.

**Barcoded Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Rate:** Enhanced Carrier Route Basic

### 5-Digit Carrier Routes Tray

**Trays:** After all full carrier route trays are prepared, remaining carrier route pieces (10 or more per route) must be grouped (using separator cards) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

**Barcoded Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Rate:** Enhanced Carrier Route Basic

Carrier Route rates limited to 5-digit ZIP Codes identified in the City State File.  
Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays.